

DATE: January 7, 2019

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting
and Public Hearing for the Route 96 Sewer Replacement Project**

Attendees:

Deryl Kipp - Teleconference
Jim Stormont
Sam Morris
Chris Higgins

William Logan – Teleconference
Jim Katsiaficas - Teleconference

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 5:00 PM.

Election of Officers for 2019

Upon a motion by Trustee Stormont to keep the existing trustees in their respective offices for 2019, Trustee Morris seconded that motion. Vote to keep the trustees in their existing offices for 2019 was unanimous.

Review of the Minutes of December 18, 2018

The minutes of the December 18, 2018, meeting was reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

Review of Warrants 1368 (final 2018) and 1369

Warrants 1368 and 1369 were reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

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Execute 60-Day Late Letters: John E. Field, III, Guru Sangat Singh Khalsa, Midcoast Gateway (copy to: The Larson Group), Thomas & Patricia Minerich (rental), Patricia M. & Thomas S. Minerich, Murray Hill Properties, LLC, Margaret J. Perritt, Kimberly Reed, Sarah's Scoops (copy to: Meadow Land Company, LLC), Robert B. & Monona S. Watts

After review, Trustee Stormont executed the letters.

Execute Notice and Demand for Payment: Stephanie Farrin, Mirkka Lyons (Copy to: Lia Lyons), Stuart & Susan McGillivray, Jeffrey W. Nichols, Beth Robson (Copy to Barbara E. Brown), Steve Rodgers & Mark Mullis, Suzanne Leeman Shields.

After review, Trustee Stormont execute the notices.

Execute Lien Certificates: None

Execute Lien Discharges: Christine McMahon, Personal Representative of the Estate of John J. Carroll, Jr., and Deborah M. Carroll, Stephanie Farrin, Personal Representative of the Estate of Louise S. Farrin.

After review, Trustee Stormont executed the lien discharges.

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: None

Old Business:

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.
 - a. St. Andrews Village Pump Station Upgrade – Nothing to report,
 - b. Plant Locks – Nothing to report,
 - c. Massachusetts Road Pump Station Panel Upgrade – Nothing to report,
 - d. Personnel – The superintendent reported the new collection system technician has started to work full time.
2. Signal Point Odor Issues – Nothing to report.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – The Office Manager reports the Facebook page has had 112 visits since the last meeting and the website has had 34 new visitors for the same period. In addition, email customers stand at 249 and direct debit customers stand at 210 for a year-to-date savings of \$465.65 in postage.
5. Route 96 Sewer Replacement Project Public Hearing – Trustee Kipp opened the Public Hearing for the Project. The superintendent reminded the trustees for the need to hold another Public Hearing. There was a public notice issue for with the first meeting. Rural Development requires 10 days of published notice. The prior meeting notice was 7 days.

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The superintendent advised the Trustees the estimate for the project is 800K. The project will entail the replacement of the existing 6-inch asbestos cement sewer line from the Route 27/Route 96 intersection east to Eastern Avenue (approximately 2800 ft.). The existing sewer runs from the /Route 27 intersection to Simmons Trailer Park. The Project will extend the sewer to Eastern Avenue and allow the pick-up of several properties left out of the 2001 Eastern Avenue Project. In addition, the easterly terminus of the new sewer line will allow for future extension easterly along Route 96.

The superintendent advised in order to move forward with funding, the Board would have to authorize the project, authorize the superintendent to act on behalf of the District with signatory privileges with the funding agencies. Trustee Stormont made motion to authorize the project, authorize the superintendent to act on behalf of the district with signatory privileges regarding funding agencies and their applications for funding. Trustee Morris seconded the motion. Vote was unanimous in favor.

The superintendent presented the Trustees with a Pre-Application from USDA Rural Development for funding of this project Trustee Stormont authorized the superintendent to execute the following: Application for Assistance, AD-3030, RUS Bulletin 1780-22, Compliance Letter, Preapplication Conference Certification, RD 1940-Q. A-1, ADA Accessibility Certification, RD AN2726(1900). #2, Certification Debarment Form, Drug-Free Workplace Certification, DUNS number submission. Trustee Morris seconded the motion. Vote was unanimous in favor.

The superintendent forwarded the following forms for execution by the Board, RD 1910-11, RD 400-4, and RD 400-1 and the Wright-Pierce Engineering Agreement for the Project. After review Trustee Kipp made motion to execute the documents. Trustee Stormont seconded the motion. Vote passed.

Trustee Kipp asked for a motion to close the public hearing on the RT 96 Sewer Line Replacement Project. Trustee Stormont made that motion. Trustee Morris seconded the motion. Vote to close the public hearing and return to the regular business meeting passed.

6. Charter Review – The superintendent distributed the final draft of the charter revisions from Attorney Katsiaficas. Attorney Katsiaficas and Attorney Logan participated via teleconference. Attorney Katsiaficas and Attorney Logan reviewed and discussed the final draft revisions section by section. After thorough discussion, Trustee Stormont made motion to accept the final draft for submission to the legislature. Trustee Morris seconded the motion. Vote was unanimous. Attorney Katsiaficas will clean up the final draft, place it in

form for submission to the legislature, and resubmit to the District for submission to Representative Stover for legislative consideration.

7. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
8. Utility Truck – Nothing to report.
9. Rate Review – The superintendent advised he has spoken with Wright-Pierce on the status of a second billing scenario. Chris Dwinal of WP will follow up and get back to us.
10. Harborside Food Service Abatement Request – The superintendent he had heard back from Ms. Dunlap regarding the status of the accuracy of the water meter. The water meter was tested by the Water District and was found to be accurate. The superintendent reported he had received additional information on the ice machines from Dunlap. The machines have make-up water of 1.25 gpm. The issue with eh machines during this past summer was the fill valves were not shutting off during the fill cycle and water filled the bins and ran down the backs of the machines to a drain in the floor. This went on undetected for a period from time to time. The superintendent advised he had performed calculations and determined the water make-up capacity could have led to the high usage rates experienced at the property. The superintendent advised a meeting was being scheduled for district personnel to meet with property owner to determine if the water entered the district sewer via dye tracing. The superintendent will advise at the next meeting on the findings.
11. Kim Horstman – Reduction of Sewer Bill Request – Nothing to report.
12. NOV – Commercial Street – The superintendent reported he has spoken with Jon Krause of AEC Engineering, Freeport. The superintendent reported the engineering will create a circuit that when the UPS fails to output 120VAC, it will light the external alarm light, switch over to utility power and input alarm to PLC using the existing “Power Fail Input”. Once the design is completed, an electrician will make the panel modifications.

New Business:

1. Certificate of Commitment January 2, 2019 Billing:

Trustee Morris made motion to commit the rates of the January 2, 2019, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

2. 2018 Year End Financial Reports:

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The superintendent distributed the 2018 Year-End financial reports and balance sheet. The superintendent advised the reports were under review by the District's accountant and anticipated some journal entries would be made along with final depreciation values determined. Once completed, the district will make the adjusting entries and advise Brewer and Associates to begin their audit.

Correspondence:

1. Harborside Food Service Follow-up Letter-

The Trustees reviewed the letter. No action was taken by the Trustees.

Public Comment:

None


Adjourn Meeting:

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1815 hours.

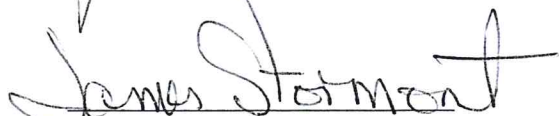
Deryl Kipp, Chairman

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.

Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer